

Minutes of the Personnel Committee

Tuesday, June 21, 2011

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisors Duane Paulson (Chair), Pete Gundrum, Dan Draeger, Jim Heinrich, and Steve Wimmer. Paul Decker arrived at 1:06 p.m. **Absent:** Gilbert Yerke.

Also Present: Chief of Staff Mark Mader, Register of Deeds Jim Behrend, Administration Director Norm Cummings, Senior Financial Analyst Bill Duckwitz, Human Resources Manager Jim Richter, and Principal Human Resources Analyst Terri Sgarlata-Lutz. Recorded by Mary Pedersen, Legislative Associate.

Approve Minutes of 5-17-11

MOTION: Gundrum moved, second by Heinrich to approve the minutes of May 17. The minutes were amended by Paulson. Motion carried 5-0 as amended.

Chair's Executive Cmte. Report of 6-20-11

Paulson highlighted the following items discussed at the last Executive Committee meeting.

- Approved three ordinances relating to repayment of HUD funds, establishing a Land Information Council, and a change to the County Code for accepting donated funds. The committee also approved several appointments.
- Heard a report on the Central Fleet audit which showed they are conducting business well. Both our internal auditor and outside auditors were impressed.

Schedule Next Meeting Dates

- July 19th

Decker arrived at 1:06 p.m.

Ordinance 166-O-029: Modify The County Clerk 2011 Budget Wisconsin Supreme Court Election Recount Costs

Cummings discussed this ordinance as outlined which involves transferring \$125,200 from the County's Contingency Fund to the County Clerk's budget to cover costs related to the Wisconsin Supreme Court election recount. This includes \$22,600 for salary per diems for tabulators and Board of Canvass officials; \$3,700 for County Clerk staff overtime/temporary extra help costs; \$55,500 for contracted services (Chairman of Board of Canvassers/elections consultant); \$24,700 for contracted court reporter/transcript services; \$5,900 for tabulator/Board of Canvass mileage reimbursement/meal costs; and \$12,800 for Sheriff's security and screening costs. Cummings noted this is the first time there has been a recount involving the entire county.

Heinrich had concerns with the amount of money spent on the Chairman of the Board of Canvassers (former Judge Mawdsley). Cummings said the judge received \$47,000. Heinrich asked if this was an agreed upon fee. Cummings replied that was the amount he wanted. Mawdsley had to cancel a number of mediation sessions to take on this work. Mawdsley's mediation rate is \$250 and the

County typically spends \$300 for other mediators. Therefore, he did not believe this was an unreasonable amount. In addition, Mawdsley did not charge for 55 hours of his service. Wimmer opined that Mawdsley was the absolute best person for this job and it was money very well spent. Choosing the right person for this job was key in avoiding potential future court challenges. Cummings added that we may avoid a GAB challenge as well because of his work.

MOTION: Wimmer moved, second by Decker to approve Ordinance 166-O-029. Motion carried 6-0.

Tabled Ordinance 166-O-019: Approve Reorganization Of Tax Listing Function

MOTION: Decker moved, second by Draeger to remove Ordinance 166-O-019 from the table. Motion carried 6-0.

Cummings said they asked that this ordinance be tabled at the last meeting due to the announcement of Collections & Business Services Manager Sean Sander's resignation. This program area was to dovetail into Sander's division. Richter noted this program area has moved from department to department several times over the years and could again in the future.

Richter said this ordinance organizationally transfers the Register of Deeds Tax Listing Program budget and function to the Department of Administration Business Office. The ordinance also includes creating one FTE Program Assistant (assumed to be filled beginning mid-year 2011) and abolishes one FTE vacant Real Property Tax Lister position resulting in an estimated net savings of \$47,400 in 2011 and \$17,100 in 2012.

Paulson asked for the rationale for transferring the tax listing function. Richter noted a study had been done on this to which he referred to their report. He said tax listing is the start of a lot of processes and in some areas there is cross-directional information but they all start with tax listing. There are also interfaces with the Treasurer and the Register of Deeds Office. This area also works with Land Information Systems and the 911 system. This position will physically remain in the Register of Deeds offices. Cummings said we may not see the benefits of the transfer immediately but once real estate volume picks up, it will be evident. This will save the County tens of thousands of dollars.

Cummings indicated the Community Service Representative position and the new Program Assistant position will be cross-trained for back-up purposes. Information Technology will also provide back-up when necessary to write reports for the Treasurer. Richter explained that besides cost savings, operational efficiencies will result by consolidating the tax listing and community service representative functions. Behrend spoke in support of the ordinance and how the new position will help the current community service representative. Cummings said it was important to note that due to the current economic recession/state budget, we may need to eliminate departmental boundaries, start sharing staff and work together more and this is a good example of that.

MOTION: Heinrich moved, second by Decker to approve Ordinance 166-O-019. Motion carried 6-0.

Closed Session

MOTION: Wimmer moved, second by Heinrich to go into closed session at 1:54 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues, and to approve the closed session minutes of previous meeting(s). Motion carried 6-0.

MOTION: Decker moved, second by Draeger to return to open session at 2:37 p.m. Motion carried 6-0.

MOTION: Gundrum moved, second by Wimmer to adjourn at 2:38 p.m. Motion carried 6-0.

Respectfully submitted,

Gilbert Yerke
Secretary